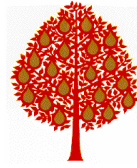


# PERRYFIELDS INFANT SCHOOL



*Helping each other to learn and grow*

## **E SAFETY POLICY**

### **Why Internet use is important?**

The Internet is now considered to be an essential part of modern life. In addition, the school has a duty to provide children with quality Internet access as part of their learning.

This e-safety policy considers the use of PCs, laptops, webcams, digital video equipment, mobile phones, camera phones, and portable media players. It will be revised to incorporate new and emerging technologies. Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

### **Internet use will enhance learning**

The purpose of Internet use in school is to raise educational standards, to promote pupil achievement, to support the professional work of staff and to enhance the school's management information systems. Internet use is a part of the statutory curriculum and a necessary tool for staff and children.

The school will ensure that all members of the school community are aware of the e-safety policy and the implications for the individual. E-safety depends on staff, governors, parents and, where appropriate, the children themselves taking responsibility for the use of Internet and other communication technologies.

The school Internet access is designed expressly for pupil use and will include filtering appropriate to the age of the children. Children will be taught what Internet use is acceptable and what is not and given clear objectives for Internet use. A virus protection system is installed on all computers in school and automatically updated regularly. Pupil access to the Internet will be by adult demonstration or directly supervised access to specific, approved on-line materials. Instruction in responsible and safe use by children will precede Internet access.

As part of the curriculum, children will be made aware of the guidelines (Appendix I) for the acceptable use of the Internet and what is not acceptable. These guidelines for acceptable use will be clearly on display in all areas of the school where Internet access is available. All children will be given clear objectives when using the Internet. Where Internet activities are part of the curriculum they will be planned so that they enrich and extend the learning activities. Staff will guide children through on-line activities that will support the learning outcomes.

### **E-mail**

Children may only use approved e-mail accounts on the school system (e-folio). They must immediately tell a teacher if they receive offensive e-mail. Children must not reveal personal details of themselves or others in an e-mail. The forwarding of chain letters is not permitted.

### **School Web site**

The contact details on the Web site should be the school address, e-mail and telephone number. Staff or childrens' personal information will not be published. The head teacher will take overall editorial responsibility and ensure the content is accurate and appropriate. Written permission from parents or carers will be obtained before photographs of children are published on the school Web site. Children's full names will not be used anywhere on the Web site, particularly in association with photographs.

### **Social networking and personal publishing**

The school will block access to networking sites. Children will be advised never to give out personal details of any kind which may identify them or their location. Parents will be advised that the use of social networking spaces outside school is inappropriate for primary aged children.

### **Managing filtering**

The school will ensure that filtering systems to protect children are reviewed and improved. If staff or children discover an unsuitable site, it must be reported to the ICT subject leader as soon as possible (the site will be blocked). However, due to the nature of Internet content, it is not possible to guarantee that unsuitable material will never appear on a school computer. The ICT subject leader will ensure that regular checks are made to ensure that the filtering methods selected are appropriate, effective and reasonable

**Emerging technologies**

Emerging technologies will be examined for educational benefit and a risk assessment will be carried out before use in school is allowed.

**Protecting personal data**

Personal data will be recorded, process, transferred and made available to the Data Protection Act 1998.

**Authorising Internet access**

All staff must read and sign the 'Acceptable ICT use Agreement' (Appendix II) The school will keep a record of all staff and children who are granted Internet access. Access to the Internet will be by adult demonstration and supervised access to filtered on-line materials

**Handling e-safety complaints**

Complaints of Internet misuse will be dealt with by a senior member of staff. Any complaint about staff misuse must be referred to by the headteacher. Complaints of a child protection nature must be dealt with in accordance with school child protection procedures.

**Communication of e-safety policy**

E-safety rules will be in all areas where there is Internet access and discussed regularly with the children. All staff will be given the e-safety policy and its importance explained. Staff should be aware that Internet traffic can be monitored and traced to the individual user. Discretion and professional conduct is essential.

## Appendix I

These rules help us to stay  
safe on the Internet

# Think then Click



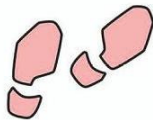
We only use the Internet when an adult is with us.



We can click on the buttons or links when we know what they do.



We can search the Internet with an adult.



We always ask if we get lost on the Internet.



We can send and open emails together.



We can write polite and friendly emails to people that we know.